

BANGALORE MEDICAL COLLEGE DEVELOPMENT TRUST

BMC Alumni Building, BMC Campus, Fort, Bangalore-560 002

Phone : 080- 6598 4908 Telefax : 080-2670 3202

Website: bmc alumni.com, Email: bmc alumni@india.com

SEMINAR HALL BOOKING FORM

Note: Completed application may be submitted to the Trust for booking of Venue. Please note your Application Form will not be accepted unless the seal and signature of the authorized functionary of the organization hiring the premises is attached.

SEMINAR HALL FEE (TICK) as appropriate

- a. **Clinical**: Full Day : 8 am to 8 pm Rs.20,000.00
Half Day : 8 am to 2 pm Rs 10,000.00
- b. **Pre-clinical** Full Day : 8 am to 8 pm Rs.15,000.00
Half Day : 8 am to 2 pm Rs 7,500.00

(Prices listed above includes Dining Hall, Air-Conditioning, Equipments, Lighting, Sound System, Podium, Chairs and Tables.)

DETAILS OF HIRER

Name (person making booking):.....

Organization:.....

Address:.....

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Tel.....Fax.....Mobile.....Email.....

DESCRIPTION OF EVENT/FUNCTION

Name of the Event

Day: Date : Month : Year

Type of event : Clinical Pre-Clinical

Number of Days : Number of Delegates:

Full Day Half Day Start Time Finish Time

PTO

Cont:

Please Tick as appropriate :

a. Computer with LCD and microphone

b. Internet

c. Number of Tables Chairs or extra if any on Dias.

d. Do you require Dining Hall: Yes / No

(Hirer should arrange their own caterer/equipment, please list supplier)

NOTE:LIQUOR STRICTLY PROHIBITED

Name of the Caterer.....

Address.....

.....

Ph.....Mobile.....Fax.....

CONDITIONS:

- Rent is payable at the time of booking ; cancellation of booking will attract a 10% deduction on Rent as administrative cost.
- Generator - One hour OR part there of will be charged @ Rs.500/= per hr.
- A refundable Caution Deposit of Rs.3000/= per day is payable at the time of booking.
- No nails / sticking banners is allowed on any part of the seminar hall complex.
- Cost of repair for damage caused, if any , should be borne by the hirer.
- At least 5 no of Invitation of the event must be provided to Trust office for documentation
- Using lift facility is strictly restricted for 8 passenger at a time or equivalent to 540 kgs only
- Please keep the premises clean.
- Parking facilities available only in front of ‘Alumni Building ‘
- Paying Tips or any kind of compliments to the staff of the Trust is prohibited.
- Comments/ suggestions about the facilities are most welcome

The hirers are requested to meet the Trust Office to discuss the required setup prior to their Event.

Accepted by me

Signature of the Hirer

PAYMENT DETAILS (for office use only)

(Cheque / DD shall be in favor of *Bangalore Medical College Development Trust – payable at Bangalore*)

Ref No..... Receipt No Dt.....for Rs by cash / Cheque No
..... Date Bank.....

Authorized signatory